



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2014

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #13 - Family Care Plan

1. References:

a. AR 600-20, Army Command Policy, Rapid Action Revision 20 September 2012

2. This policy letter applies to all military personnel assigned or attached to the RNCOA. The purpose of this policy is to ensure all Soldiers that are required in accordance with AR 600-20, paragraph 5-5, establish and maintain a valid and viable Family Care Plan (FCP).

3. All Soldiers that require a FCP will receive a written counseling by the RNCOA Commandant within thirty days of assignment to the Academy. The counseling will cover the rights and responsibilities of family member care and the timeline for which a valid and viable FCP will be complete.

4. Soldiers must arrange for the care of their family members so as to be:

a. Available for duty when and where the needs of the Army dictate.

b. Able to perform assigned military duties without interference of family responsibilities.

5. The FCP will consist of DA Form 5305 with the following attachments:

a. DA Form 5841 (Power of Attorney) or equivalent delegation of legal control.

b. DA Form 5840, (Certificate of Acceptance as Guardian or escort).

c. DD Form 1172, (Application for Uniformed Services identification card—DEERS enrollment) for each family member.

d. DD Form 2558, (Authorization to Start, Stop, or Change an Allotment)

e. A letter of instruction to the guardian/escort

6. All Soldiers that fail to provide and maintain a valid FCP will be considered for a bar to reenlistment and/or involuntary separation.

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7. Maximum feasible testing of the validity and durability of the FCP will be accomplished to ensure information in a Soldier's DA Form 5305 is correct, up-to-date and workable. Family Care plans found to be invalid will be revised/ recertified within 30 days of the finding. Branch Chief's will review and counsel the Soldier on a quarterly basis to ensure that the program is updated and adequate.
8. The point of contact for this memorandum is the Deputy Commandant, 1SG Thomas M. Gonzales at 706-791-7882 or [thomas.m.gonzales.mil@mail.mil](mailto:thomas.m.gonzales.mil@mail.mil).

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